

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website:

ARJAY R. ROSALES

HRMO

Date: September 28, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-62-2017	24	Php86,742.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Region XI (Regulations Division)	<ol style="list-style-type: none"> 1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities; 3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities; 4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions; 6. Signs application for stateboard verification document; 7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs; 8. Directs and supervises the preparation of reports, documents, and correspondence; 9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations; 11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions; 12. Reviews and confirms the performance ratings of supervisors and employees in his division; and 13. Performs other related functions.
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-56-2017	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 1. Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs; 2. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission; 3. Generates room assignment and list of examinees; 4. Monitors the posting of room assignment in the official regional website; 5. Monitors/evaluates records for inventory and disposal; 6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division; 7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices; 8. Prepares monthly statistical reports of the section; 9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 10. Monitors/evaluates records for inventory and disposal; and 11. Performs related functions.
3	Professional Regulations Officer II	PRC-DOLEB-PREGO2-62-2017	13	Php28,276.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 1. Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs; 2. Assists in receiving and processing of applications for examination; 3. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares letters of communication on matters relating to Application Section; 6. Prepares replies to online queries; 7. Monitors/evaluates records for inventory and disposal; 8. Checks requests and transmittal of documents to and from other Regional Offices; and 9. Performs other related functions.

4	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-62-2017	18	Php43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. Performs other related functions.
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 28, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (see below "[Click HERE for the Additional Requirements and Medical Certificate](#)")

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ANGELICA NIÑA T. AJOS
Administrative Officer V (HRMO III)
 Calamansi Street Corner 1st Street, Juna Subdivision, Matina,
 Davao City
recruitment.prcdavao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.